

# **Naval Facilities Engineering Command**

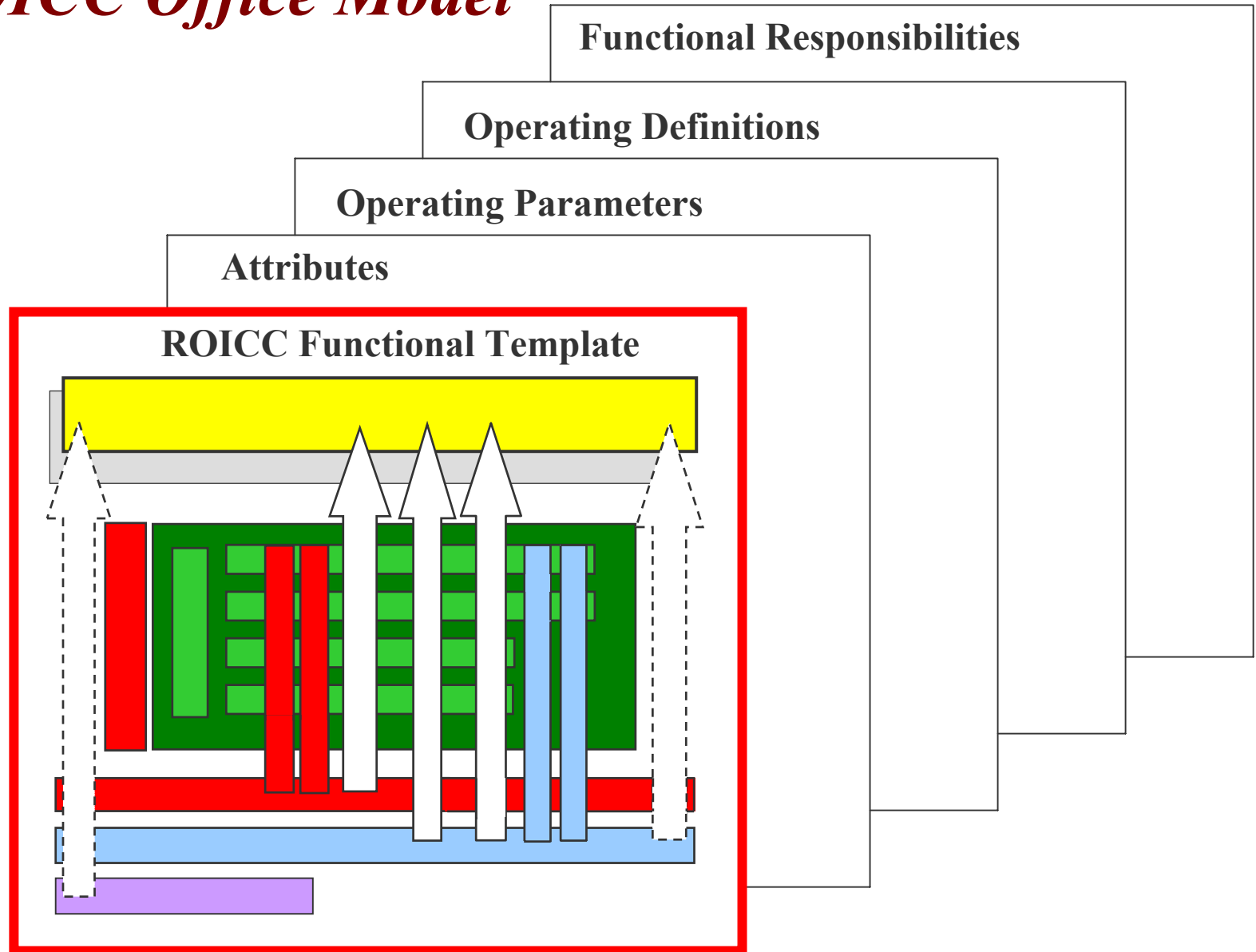
## **ROICC Office Model (ROM)**

**Approved  
August 2001**

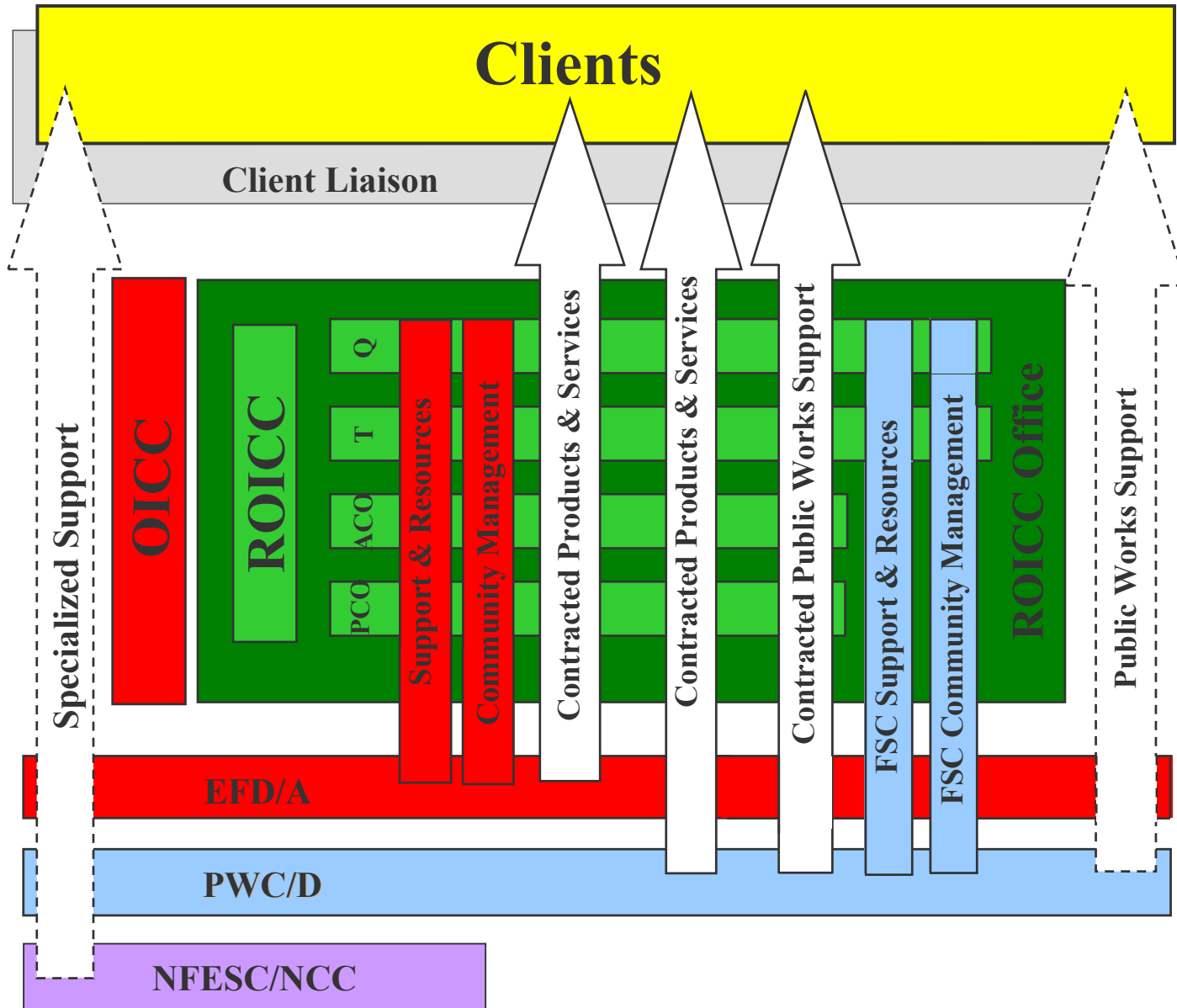
# ***ROICC***

- **Resident Officer In Charge of Construction (ROICC)** Organizational element of the EFD/A which executes and administers facility contracts within the assigned geographic area under contract authority delegated by the parent EFD/A or other authorized contracting officer. ROICC Offices have integrated EFD/A and PWC/D staffing to provide a primary delivery point for facility contracts.

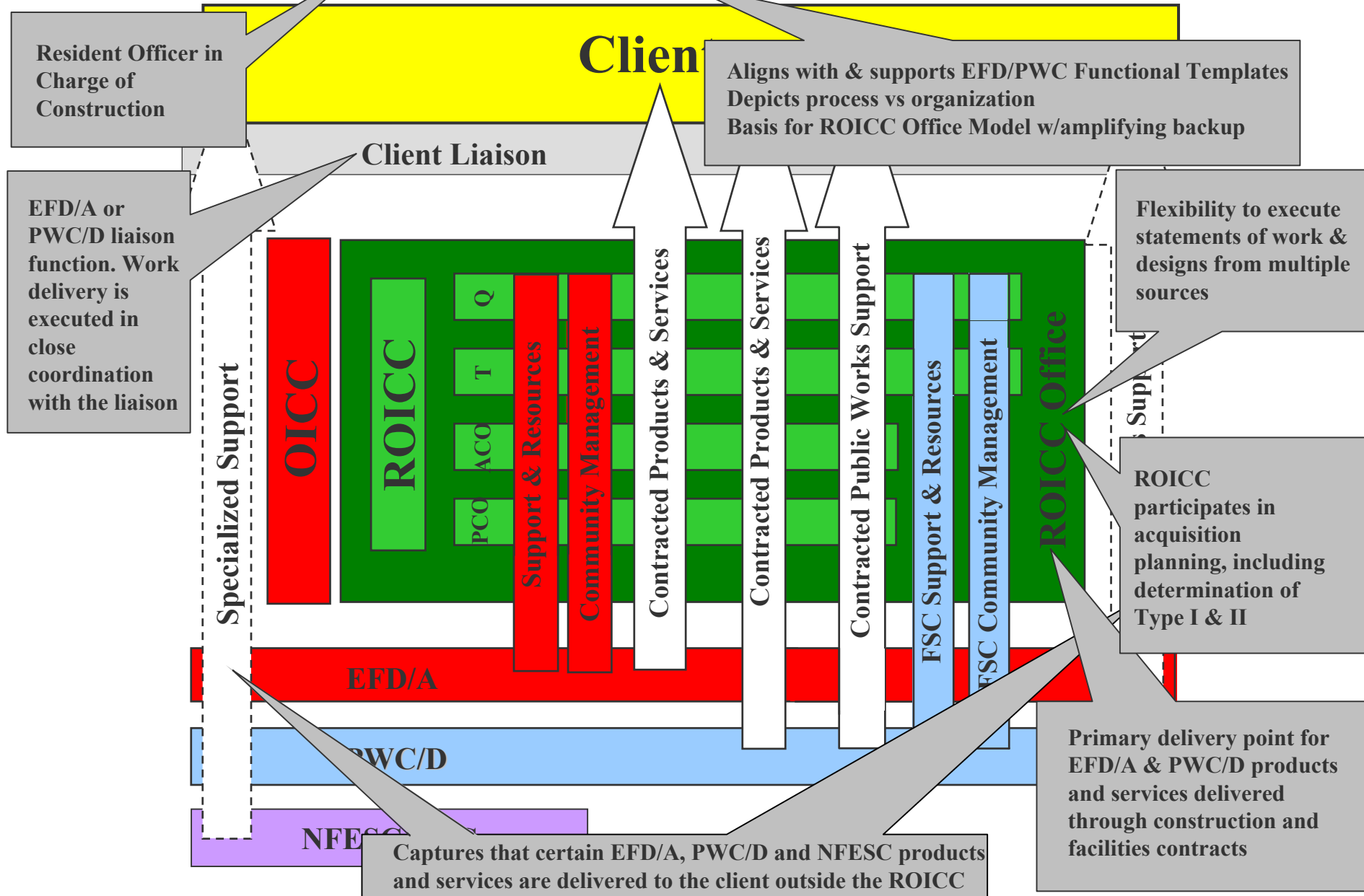
# *ROICC Office Model*



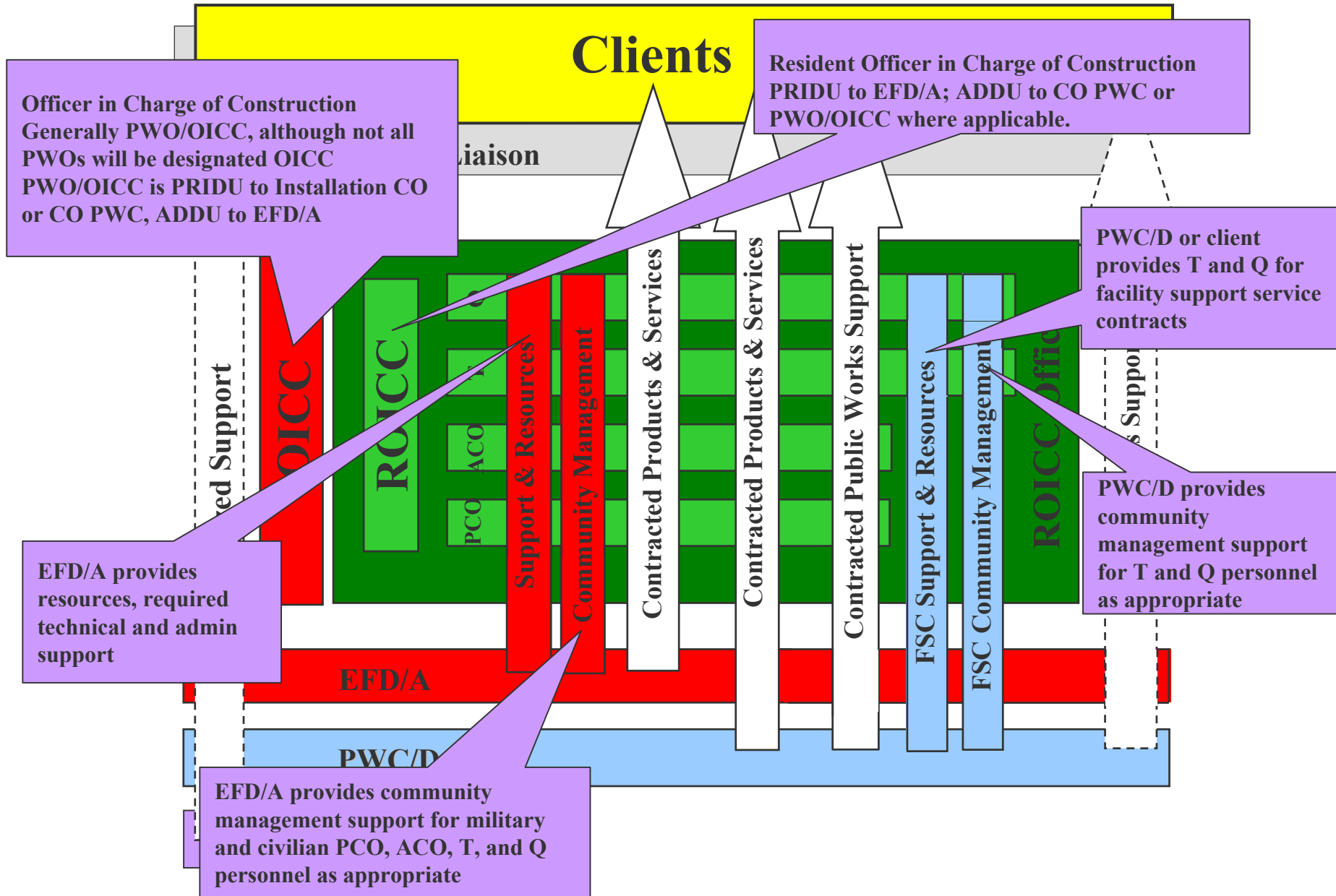
# *ROICC Functional Template*



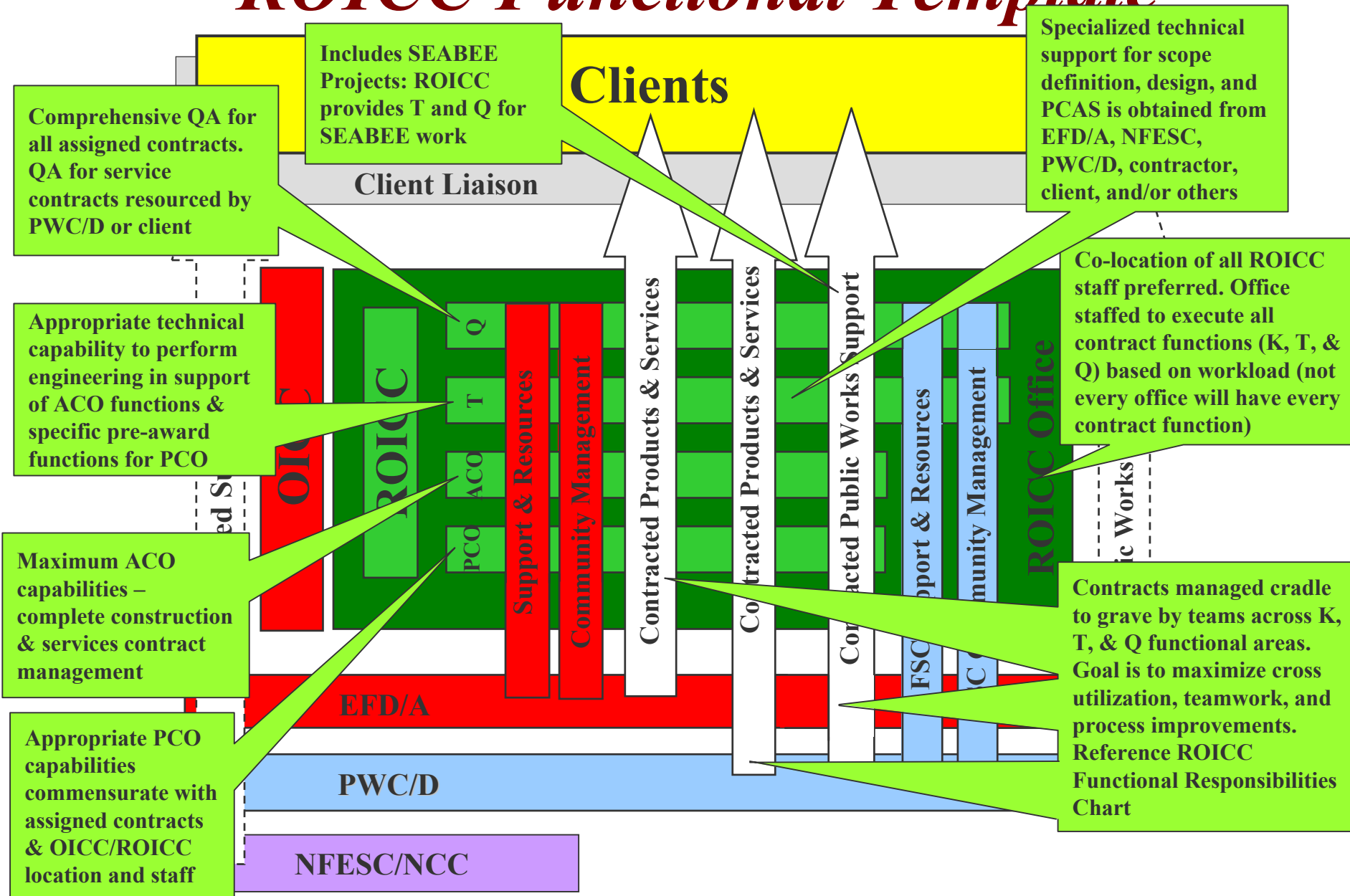
# ROICC Functional Template



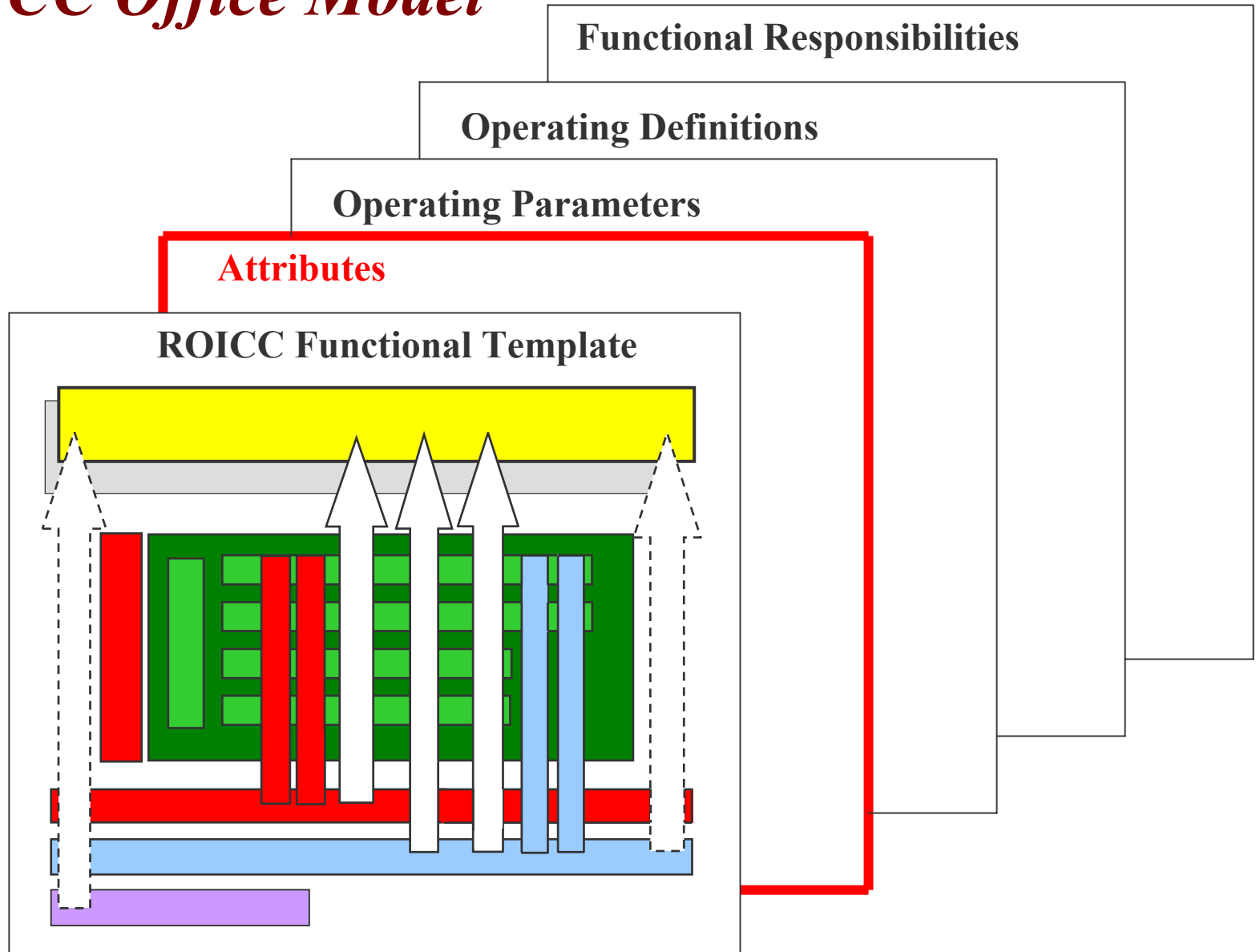
# ROICC Functional Template



# ROICC Functional Template



# ***ROICC Office Model***

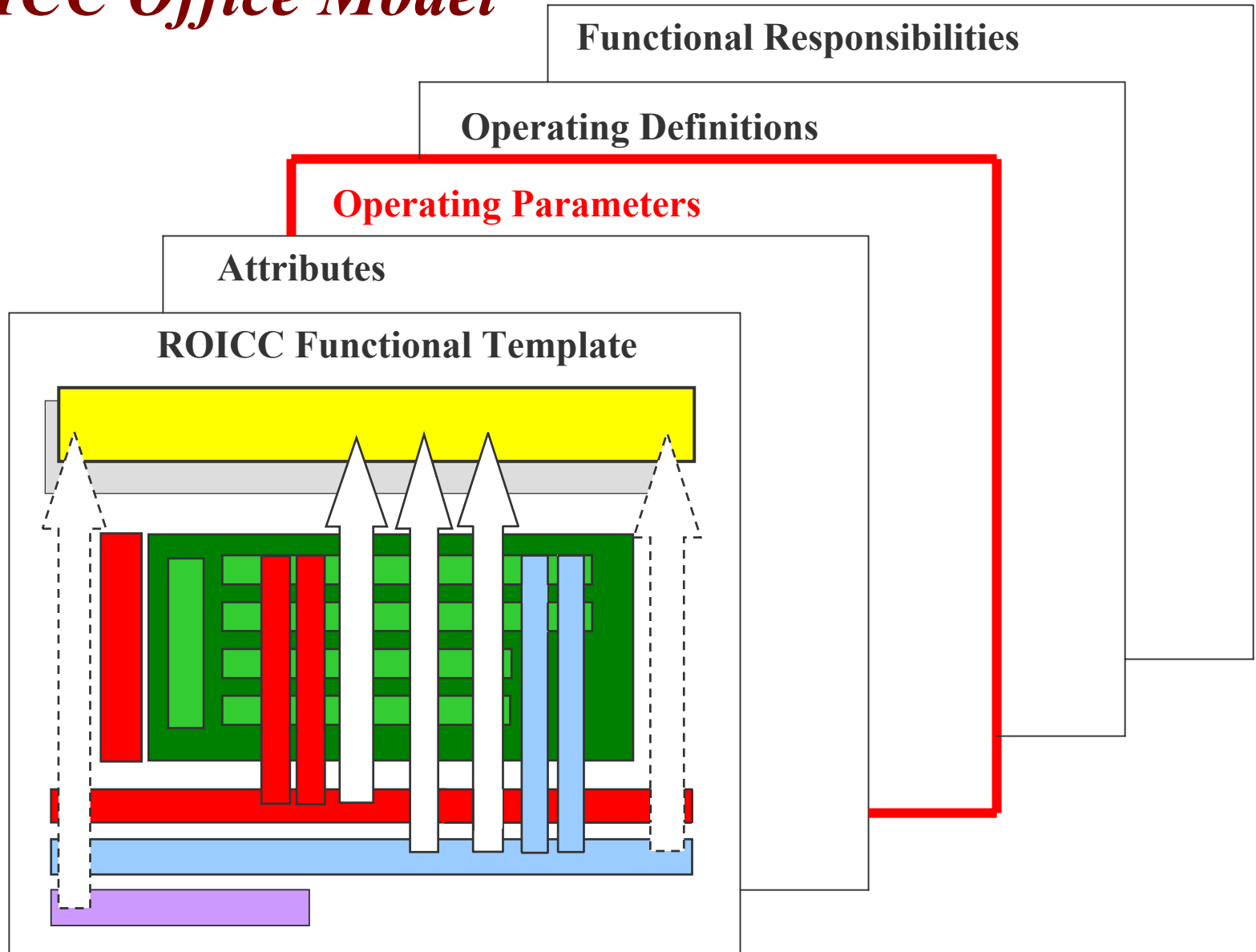




# *ROICC Model Attributes*

- Primary delivery point for Type I and Type II construction and facility support contracts.
- Office led by a ROICC (Resident Officer in Charge of Construction) who reports PRIDU to the EFD/A and ADDU to the CO PWC or PWO/OICC, where applicable. PWOs in their role as OICC (Officer in Charge of Construction) report ADDU to EFD/A. Not all PWOs will be designated as OICC.
- All contract functions [PCO (Kp), ACO (Ka), technical (T), and quality control (Q)] can be executed.
- Not every field office will have every contract function.
- Projects managed from cradle to grave by teams.
- Model retains flexibility to execute designs from multiple sources.
- Model supports technical accountability for all work.
- Model designed to encourage process improvement.
- Warrant authority delegated to the maximum extent.
- Model consistent with separation of contract functions.
- Enhances integration of EFD and PWC/D resources.
- Co-location of all personnel is preferred.
- Model designed to develop and support core competencies.
- A common NAVFAC MIS will support this Model.

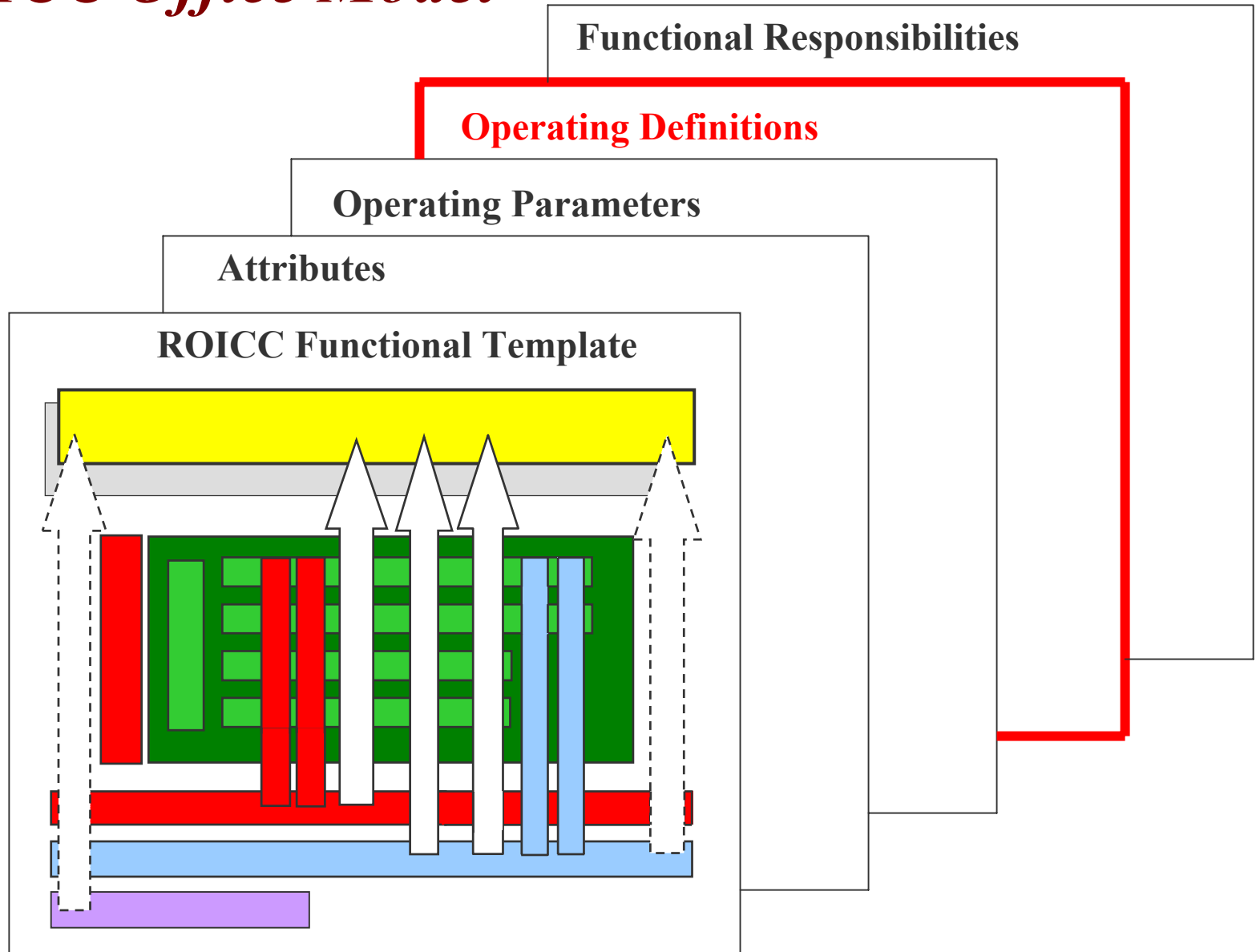
# *ROICC Office Model*



# ROICC Operating Parameters

- **Primary Delivery Point for Facility Contracts** ROICC will participate in acquisition planning decisions. Acquisition planning shall include a determination whether the work is Type I or Type II per the “Design and Construction Oversight Policy for NAVFAC Construction Work” dated 31 Dec 98. Once the decision is made that the work will be accomplished by contract, the ROICC office will give the client status on all contract actions. ROICC is also responsible for status on assigned contracts.
- **Appropriate PCO (K<sub>PCO</sub>) capability** PCO responsibilities for all contracts are clearly assigned and commensurate with the ROICC office location and staffing.
- **Maximum ACO (K<sub>ACO</sub>) capability** The field office will have complete capability to perform construction management and post award management of facility support contracts. ROICC routinely is ACO on all assigned facilities contracts in AOR. The ROICC can accept customer funds for all contract actions.
- **ROICC Staff Collocated** All ROICC staff are collocated and K, T and Q functions are integrated in the most efficient and effective manner. The goal is to maximize cross utilization and teamwork.
- **Solicitation Package Development capability** ROICC office should have capability for development of solicitation packages with coordinated technical support from contractor, client, NFESC, EFD/A or PWC/D.
- **Field Engineering capability (T)** The ROICC office has the appropriate technical capability to perform post award engineering functions for assigned contracts in support of the ACO function. (For A-E and FSC contracts this technical capability is provided by PWC/D or the client.) The ROICC supports specific pre-award functions in coordination with the PCO. Technical support for scope definition, design and PCAS is obtained from contractor, client, NFESC, EFD/A or PWC/D.
- **Comprehensive Quality Assurance management capability (Q)** The ROICC office has the capability to perform the Q function for all assigned contracts. Quality Assurance for facility support service contracts is an integral part of the ROICC, resourced by the PWC/D or client.
- **Integrated Work Input/Control system** Fully implemented Corporate solution for Work Input/Control.

# *ROICC Office Model*



# *ROICC Operating Definitions*

- **ADDITIONAL DUTY (ADDU)** – Administrative relationship which assigns a member to a duty that they are to perform in addition to and in conjunction with their permanent duty. Usually associated with primary duty. (derived from MILPERSMAN)
- **ADMINISTRATIVE CONTROL (ADCON)** – Direction or exercise of authority over subordinate or other organizations with respect to administration and support, including organization, control of resources and equipment, personnel management, unit logistics, individual and unit training, readiness, and discipline. Usually associated with primary duty relationship. (Joint Doctrine)
- **ASSISTANT RESIDENT ENGINEER IN CHARGE OF CONSTRUCTION (AREICC)** - A civilian engineer designated by the ROICC for the administration of assigned contracts. (P-68)
- **ASSISTANT RESIDENT OFFICER IN CHARGE OF CONSTRUCTION (AROICC)** - A Civil Engineer Corps officer designated by the ROICC for the administration of assigned contracts. (P-68)

# *ROICC Operating Definitions* continued

- **CONSTRUCTION** – All work which, if performed by contract, is subject to the Davis-Bacon Act (DBA). (Note: this includes work classification as defined for project programming in the Facilities Project Manual, i.e. construction, alteration, repair, renovation, etc.)
  - **Type I** construction involves sophisticated engineering and design, or requires plans and specifications. Type I construction can be executed under a variety of procurement methods, including Design/Build, Design/Bid/Build, Multiple Award Construction Contracts, and other innovative contracting tools.
    - Construction involving structural engineering, fire protection, high voltage electrical work and high-risk safety hazards is Type I regardless of the size or complexity of the project.
    - Type I construction is work that would require a licensed Professional Engineer's or Registered Architect's seal before a building permit could be obtained.
    - Type I construction requires professional engineers (A-E and Government) to design and manage construction.
    - Environmental work executed by contract (e.g. CLEAN and RAC) is Type I.
  - **Type II** construction requires limited technical design and may be executed by delivery order/task order contracts.
    - Type II construction is less sophisticated maintenance work with incidental construction and cosmetic renovation.
    - Type II construction is work that could receive a building permit without a licensed Professional Engineer or Registered Architect seal.

Note: Design and construction involving asbestos or lead containing materials may be Type I or Type II but requires design and construction oversight by EPA/HUD accredited government and contractor personnel

# ROICC Operating Definitions continued

- **CONTRACTING OFFICER (KO)** - Person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings. For ROICC office, contracting officer functions are differentiated between Procuring Contracting Officer ( $K_{pco}$ ) for contract actions up to and including contract award and Administrative Contracting Officer ( $K_{aco}$ ) for post-award contract actions, administration, and management. Reference to administrative contracting officer does not
  - (a) Require that a duty be performed at a particular office or activity or
  - (b) Restrict in any way a contracting officer in the performance of any duty properly assigned. (FAR)

The term “contracting officer” includes certain authorized representatives of the contracting officer acting within the limits of their authority as delegated by the contracting officer.

- **AUTHORIZED REPRESENTATIVES OF THE CONTRACTING OFFICER** - An individual designated and authorized in writing by the contracting officer to assist contracting officers in the technical monitoring or administration of a contract (1.602-2 DFARS). Following are authorized representatives of the contracting officer:
  - (1) **Ordering Officer**. See P-68, 1.602.2(e)
  - (2) **Contracting Officer's Representative (COR)**. See P-68, 1.602-2(a)
  - (3) **Navy Technical Representative (NTR) (Architect-Engineering/Environmental Services)**. See P-68, 1.602-2(b)
  - (4) **Contract Surveillance Representative (CSR)/Quality Assurance Evaluator (QAE)**. See P-68, 1.602-2(c)
  - (5) **Contracting Officer's Authorized Representative (COAR)(construction contracts)** See P-68, 1.602-2(d)

# *ROICC Operating Definitions* continued

- **FACILITY SUPPORT CONTRACTS (FSC)** - Contracts used for recurring facility requirements of repair, maintenance and/or restoration of real property assets and equipment to preserve facilities in a usable or operable condition. FSCs may be either facility support service or facility support construction contracts or a combination thereof.
- **FACILITY SUPPORT CONTRACT ADMINISTRATOR (FSCA)** - Warranted contracting officer designated to provide  $K_{aco}$  functions for facility support contracts.
- **FACILITY SUPPORT CONTRACT MANAGER (FSCM)** – Individual assigned has direct responsibility for management of the Installation's Facility Support Contracts program. As such, the FSCM serves as the technical advisor to the PWC/D or client organization concerning the use and administration of FSCs. Prior to award, the FSCM is usually responsible for coordination of the requirements generation, technical specification, the government estimate, and the QA surveillance plan. Post-award responsibilities include recommending contract modifications to the Contracting Officer, supervision of quality assurance evaluators, implementing quality assurance plans, initiating corrective action in the event of unsatisfactory contractor performance, and providing assistance in the preparation of performance work statements for subsequent contacts. While the FSCM is an employee of the PWC/D or client organization, the contract support responsibilities of the position are generally defined in an appointing letter from the Contracting Officer. (derived from MO-327)



# *ROICC Operating Definitions* continued

- **FACILITY SUPPORT SERVICE** - All work which provides for the maintenance and/or operation of real property assets and is required by the character of the labor involved to include Service Contract Wage Determination. May also be a contract having a value of less than \$2000 for the repair and alteration of real property assets. Facility Support Service Work is never Type I or Type II. (Service Contract Wage Determination not required overseas.)
- **FACILITY SUPPORT CONSTRUCTION** - All work which provides for the repair and/or alteration of existing real property assets and is required by the character of the labor involved to include a Davis-Bacon Act Wage Determination. Facility Support Construction is never Type I but could be Type II. (Davis-Bacon Act Wage Determination not required overseas.)
- **HEAD OF THE CONTRACTING ACTIVITY (HCA)** - For NAVFACENGCOM, the Commander, NAVFACENGCOM and by delegation, the Director of Acquisition.
- **OFFICER IN CHARGE OF CONSTRUCTION (OICC)** - A Civil Engineer Corps officer who has responsibility for the overall management of a field contracts office. Typically a dual-hatted assignment to the Public Works Officer. The individual is ADDU to the EFD/A for these responsibilities.

# *ROICC Operating Definitions* continued

- **OPERATIONAL CONTROL (OPCON)** – A functional relationship in which a unit/person responsible for overall direction and execution of a requirement/program/mission is supported by another unit/person with a specific area of expertise or capability. Operational control should be exercised through the heads of supporting organizations. Operational control does not, in and of itself, include authoritative direction for logistics or matters of administration, discipline, internal organization, or unit training. Usually associated with additional duty relationship. (derived from Joint Doctrine)
- **PRIMARY DUTY (PRIDU)** – Administrative relationship which assigns a member to a duty that they are to perform as their primary permanent duty. This involves a direct reporting alignment to the person/unit that has line authority and performance evaluation responsibilities. Usually associated with administrative control.
- **PUBLIC WORKS OFFICER (PWO)** - A Civil Engineer Corps officer assigned to at an Installation and responsible for the planning, design, construction, and maintenance of the installation facilities. Reports PRIDU to an Installation Commanding Officer or PWC Commanding Officer, as applicable. In instances where the PWO reports to a PWC Commanding Officer/Regional Engineer, the PWO provides direct support to the Installation Commanding Officer. The PWO, when also designated as OICC, will report ADDU to the geographic EFD/A for contract duties.

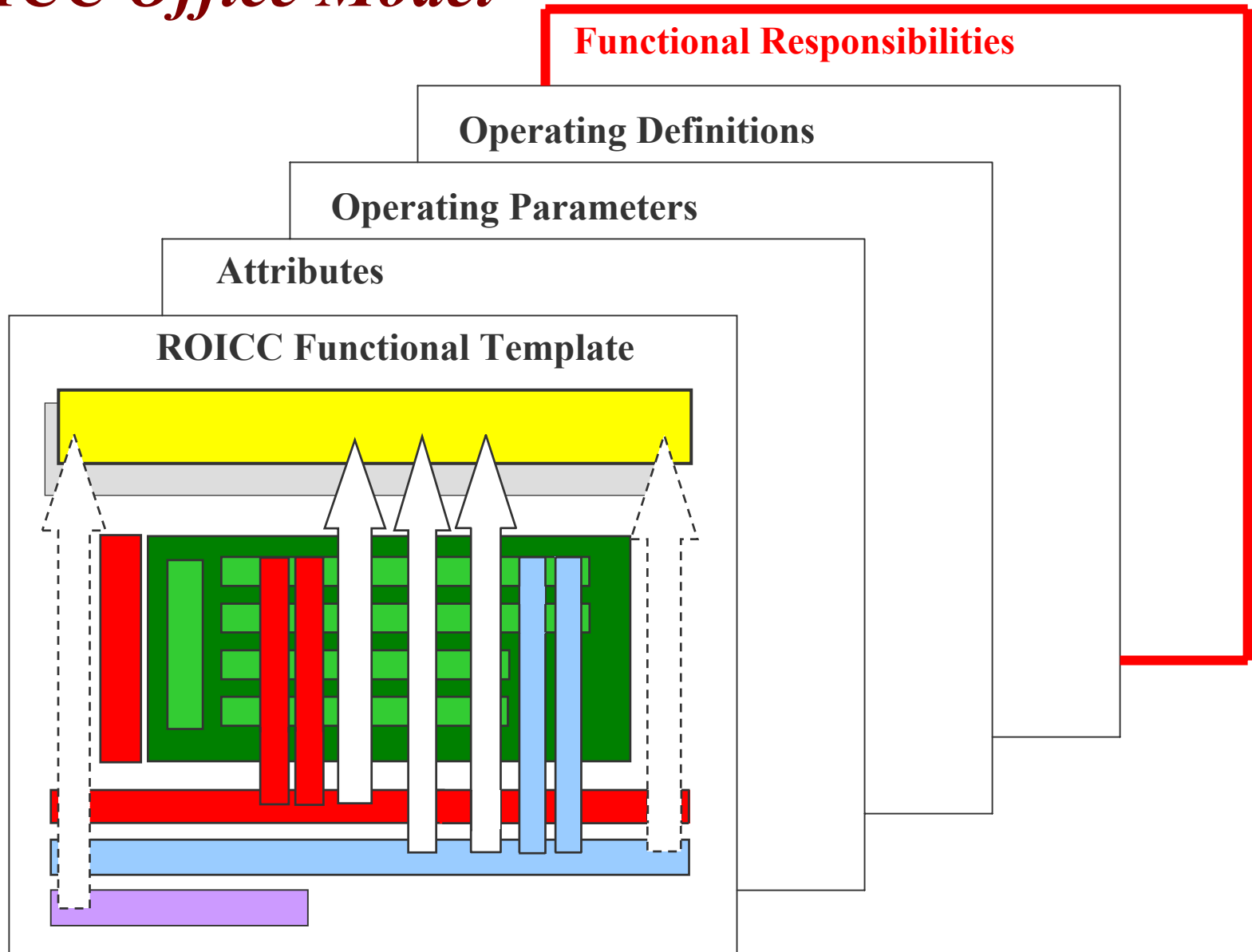
# *ROICC Operating Definitions* continued

- **QUALITY ASSURANCE (QA)** – The process by which the Government ensures compliance with the contract specifications through oversight of the contractor's quality control program. For construction contracts, this function is performed by an engineering technician or construction representative (CONREP) resourced by the EFD/A. For facility support service contracts, this function is performed by a Quality Assurance Evaluator (QAE) resourced by the PWC/D or client.
- **RESIDENT OFFICER IN CHARGE OF CONSTRUCTION (ROICC)** - A Civil Engineer Corps officer who is responsible for the direct day-to-day management of a ROICC office and execution of assigned contracts.
- **ROICC FUNCTIONAL TEMPLATE** – A pictorial representation of functional alignments and workflow processes for the ROICC Office.
- **ROICC OFFICE**– Organizational element of the EFD/A which executes and administers facility contracts within the assigned geographic area under contract authority delegated by the parent EFD/A or other authorized contracting officer. ROICC Offices have integrated EFD/A and PWC/D staffing to provide a primary delivery point for facility contracts.
- **ROICC MODEL**– Document depicting functional alignments and relationships for delivery of contracted products and services within NAVFAC ROICC Offices. The ROICC Model is comprised of the ROICC Functional Template, Operating Parameters, Operating Definitions, Model Attributes, and Functional Responsibilities.

# *ROICC Operating Definitions* continued

- **Supervision, Inspection, and Overhead (SIOH) Services** – Work performed by NAVFAC elements to provide pre-award and post-award contract administration and management functions as the designated responsible agent for acquisition execution of facility contracts for the Navy, Marine Corps, and other clients. The funding necessary to support this work is either mission funded or reimbursed by the client depending on the funding appropriation and other factors. Reimbursement is realized either through a SIOH percentage rate applied to the contract value or through direct reimbursement. (See NAVFACINST 7820.1J)
- **WARRANT** – Delegation of specific contract authority from the HCA to the EFD/A with further delegation to specific individuals delineating specific limits of authority.

# *ROICC Office Model*



# ***ROICC Functional Responsibilities***

K-PCO	K-ACO		T	Q
Procurement	Contract Administration		Field Engineering	Inspection
	<i>(Typically K Lead, T support)</i>	<i>(Typically T Lead, K support)</i>		
Develop Acq Strategy	Evaluate Proposals	Monitor/ Manage Project Schedule	Prepare & Review Project Schedule	Reviews QC & Safety Plan
Provide AP Support	Issue Task Orders			
Issue Pre-Award Synopsis	Debrief Proposers	Assist Technical Reqmts for TO's / Mods	Prepares Tech Requirements for Changes	Develop QA Plan
Prepare SSP	Rqst for Proposed Changes	Review Technical Proposals		
Prepare Award Fee Plan	Process PNMs / BCMs	Obtain Funds	Review / Approve Submittals	Monitor / Document Field Work
Prepare Small Business Record	Negotiate Mods / REAs	Tech Input on Requests for Change Proposals / REAs		
Obtain Wage Determinations	Issue Sup Agreements/ Mods/ Unilateral Changes	Ensure Independent Govt Estimate	Prepare Independent GE	Conduct Labor Interviews
Prepare/Issue Solicitation	Definitize Change Orders	Partnering	Conduct Constructability Reviews	Invoices
Answer Pre-Bid Questions	Labor Disputes			
Conduct Pre-Prop Conf	Process Invoices	Assist in Review & Approve Submittals	Specialized System Acceptance	Safety Inspections
Evaluate Bids/Proposals	Process Protests/ Disputes/Claims/Termination Actions	Prepare Perform Evals		
Request Audits	Prepare Final Release	Manage Mod / RFI Process		Responsible for QA
Conduct Negotiations	Close Out Contract Files / Archive	Correspondence		Utility Outages, Road Outages,
Responsibility Determinations	Reporting Metrics	Safety Enforcement		As-Builts
Prepare Post BCM		Conduct Pre-Con & Pre-Performance Conf		Site Visits
Award Contract		Conduct TO Site Visits		
Debrief Contractors		Report WIP		
Process Protest/Disputes				
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# *ROICC Office Model*

